

If your house is in the City of Charleston...

Please make sure your application follows this
Charleston Checklist before sending it in.

S1- Evaluation of Significance

- ☐ My S1 application has the correct National Register District Name:
Charleston Historic District or **Hampton Park Terrace Historic District**
(National Register district names are different from district names used by the City of Charleston.)
- ☐ I have marked my property on one of the attached **MAPS** ([Charleston Historic District](#) or [Hampton Park Terrace Historic District](#)) OR I have included a map that shows streets, cross streets, and adjacent property parcels that locate my property in a National Register Historic District. Most maps available on the internet and property plats do not adequately show the details needed for review.
- ☐ My application includes **Recent Photographs** that show my house in its entirety on the exterior from various angles (different elevations) and some of the interior. Do not include pictures from books or old surveys. Without recent photographs, your application will be put on hold until recent photos are provided. This will delay the review of your project.
- ☐ If my property has previously undergone a **major rehabilitation**, I have noted this under Question 5-Property Description in my S1 application.
- ☐ I am providing **my original signature**. Tax credit applications cannot be signed by architects, contractors, or preservation consultants. These documents represent a legal agreement between the taxpayer and the State of South Carolina. Please plan ahead and make arrangements accordingly.

**Please direct S1 questions to
Virginia Harness (803) 896-6179
or vharness@scdah.sc.gov**

Do not include this checklist with your application. Please retain it for your records.

April 2017

Charleston Checklist

S2- Description of Rehabilitation

- ☐ I have not begun demolition or construction on my project. I understand that I must wait until I receive written approval from Archives & History before I can begin ANY interior or exterior work, including demolition.
- ☐ I understand that the review by Archives & History is not connected with the review by the City of Charleston's Board of Architectural Review or any covenant or easement review required for my property. Where the Board of Architectural Review reviews exterior alterations visible from any public right of way, Archives & History reviews the entire building & site- including all parts of the exterior and interior.
- ☐ I have read the [Tips for Approval of Proposed Work](#) and the Secretary of the Interior's [Standards for Rehabilitation](#).
- ☐ My application includes all requested information-
 - clear photographs of all features to be repaired, rehabilitated, restored, or reconstructed;
 - descriptions of the condition of each feature;
 - descriptions of the methods and materials to be used in proposed work;
 - manufacturer's literature or samples of proposed materials, plans, elevations;
 - other drawings, specifications, and documentation of physical or other evidence for the restoration of missing features.
- ☐ I am aware that [Historic Charleston Foundation](#), [The Preservation Society of Charleston](#), or the [City of Charleston's Department of Planning, Preservation & Sustainability](#) can provide assistance in locating contractors, architects, craftsmen, building materials, etc. if necessary.
- ☐ If I have already selected a contractor, architect, or preservation consultant, they are aware of this application and they understand that **work may not begin until my application is approved**.
- ☐ I am providing my **original signature**. Tax credit applications cannot be signed by architects, contractors, or preservation consultants. These documents represent a legal agreement between the taxpayer and the State of South Carolina. Plan ahead and make arrangements accordingly.

Please direct S2 & S3 questions to
Pam Kendrick (803) 896-5638 or
pkendrick@scdah.sc.gov

Please direct completed
applications to:

SC Dept. Archives & History
State Tax Credit Review
8301 Parklane Rd.
Columbia, SC 29223

Useful Phone Numbers

City of Charleston Dept. of Planning,
Preservation & Sustainability:
843.724.3765
Historic Charleston Foundation:
843.723.1623
The Preservation Society of
Charleston:
843.722.4630